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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

RUEHTRO/AMEMBASSY TRIPOLI 7126

UNCLAS STATE 045249

E.O. 12958: N/A

TAGS: [APER](#) [AMGT](#)

SUBJECT: HR ONLINE BECOMES SINGLE SIGN-ON PORTAL

REF: A) 09 State 035225, B) 09 STATE 037674, C) 09 STATE  
002045, D) 08 STATE 103429

1. This is an action message to all employees who access Human Resources (HR) Online. This communication is related to the implementation of "single sign-on" functionality in HR Online. Employees are no longer required to enter their HR Online account username and password to access authorized applications and HR Self-Service tools through the HR Online portal.

2. SUMMARY: On Thursday, May 7th, HR Online users will notice something's different when they access HR Online. Their HR Online homepage will appear automatically, without users being prompted to enter a username or lengthy password. The Bureau of Human Resources has implemented "single sign-on" functionality in HR Online, no longer requiring employees to maintain a separate HR Online username and password. Through logging-in to a computer or laptop using their Department of State network username and password, employees will now also be automatically logged-in to their HR Online account.

3. HRONLINE ACCESS CHANGES: For security reasons there are a limited number of applications that require authorized users to re-enter their network information a second time for verification, i.e. Authorized User Console, Folder. Employees that do not have an HR Online account will be taken directly to the "Registration" homepage of HR Online and prompted to enter their Social Security Number (SSN) for account authorization. While HR Online serves as a portal for over 40 HR tools and applications, it is role-based, so all users will have different applications and tools appearing for them in this portal.

For employees who are transferring domains, i.e. moving from an overseas post to Washington D.C., their HR Online account will transfer with them. These users will be prompted on the HR Online homepage to verify their SSN to confirm their HR Online account transfer.

4. HR ONLINE SINGLE SIGN-ON BENEFITS

Part of the HR Self-Service, the HR Bureau is working to streamline HR services through automation, and provide employees with greater transparency and ownership of their personal information. Currently in HR Online there are numerous HR Self-Service tools, the majority of which are listed under the "Employee Self-Service"

offering area in HR Online.

15. EFFECTIVE DATE - Effective on May 7, 2009.

16. ASSISTANCE ON USING HR ONLINE

For system or technical issues, contact the HR Help Desk at 202-663-2000.

17. FEEDBACK

HR welcomes your feedback on the capabilities of HR Online and HR Self-Service tools. Send your comments to [ItsAllAboutMe@state.gov](mailto:ItsAllAboutMe@state.gov).

18. MINIMIZED CONSIDERED

CLINTON